



# City of **Norfolk**

## APPLICATION SPECIAL EXCEPTION

Special Exception for: \_\_\_\_\_

Date of application: \_\_\_\_\_

### **DESCRIPTION OF PROPERTY**

Property location: (Street Number) \_\_\_\_\_ (Street Name) \_\_\_\_\_

Existing Use of Property \_\_\_\_\_

Current Building Square Footage \_\_\_\_\_

Proposed Use \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Square Footage \_\_\_\_\_

Proposed Hours of Operation:

Weekday From \_\_\_\_\_ To \_\_\_\_\_

Friday From \_\_\_\_\_ To \_\_\_\_\_

Saturday From \_\_\_\_\_ To \_\_\_\_\_

Sunday From \_\_\_\_\_ To \_\_\_\_\_

Trade Name of Business (If applicable) \_\_\_\_\_

### **DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT**

810 Union Street, Room 508

Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

**APPLICANT/ PROPERTY OWNER**

1. Name of applicant: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Mailing address of applicant (Street/P.O. Box): \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Daytime telephone number of applicant (    ) \_\_\_\_\_ Fax number (    ) \_\_\_\_\_

E-mail address of applicant: \_\_\_\_\_

2. Name of property owner: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Mailing address of property owner (Street/P.O. box): \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Daytime telephone number of owner (    ) \_\_\_\_\_ Fax number (    ) \_\_\_\_\_

**CIVIC LEAGUE INFORMATION**

Civic League contact: \_\_\_\_\_

Date(s) contacted: \_\_\_\_\_

Ward/Super Ward information: \_\_\_\_\_

**REQUIRED ATTACHMENTS:**

- ✓ Check for \$265.00 made payable to: Norfolk City Treasurer.
  - ✓ 2 8½x14 copies of a survey or site plan drawn to scale showing:
    - Existing and proposed building structures
    - Driveways
    - Parking,
    - Landscaping
    - Property lines (\*see attached example).
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**CERTIFICATION:**

I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:

**SIGNED:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Print Sign Date  
(Property owner or authorized agent signature)

**SIGNED:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Print Sign Date  
(Applicant signature)

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